

# APPENDIX \_\_

## SUBMITTAL REQUIREMENTS

### A. Preliminary Review Submittal

1. Submitted by (name, address, phone)
2. Project Name
3. Site Address
4. Proposed uses and/or Scope of Work
5. List all Use Permits or Variances requested
6. Location Map, oriented the same direction as the plan
7. Bar Scale and North Arrow
8. Legal Description
9. Property Lines/Lease Lines/Phase Lines (fully dimensioned with street right-of-way/alleys/easements and setbacks)
10. Parcel Size (existing size, and size after right-of-way dedication (if required)
11. Zoning (existing and proposed), and indicate if property is in an Overlay District
12. Building area, percent of lot coverage, height of building, number of stories
13. Type of Construction per Uniform Building Code, Table 17A
14. Indicate if building(s) will be equipped with an automatic extinguishing system per City of Tempe Uniform Building Code
15. Number and type of residential units, if applicable
16. Density, if applicable
17. Parking required and provided (tabulate per use/building area excluding thickness of exterior walls)
18. Landscaping on-site required and provided by percent of site (also, show landscaping in right-of-way, if applicable).
19. Lighting on-site.

20. Closest fire hydrant
21. Refuse enclosures (existing and proposed)
22. Streets, medians and driveways on both sides of the street within 125 feet of property (show dimensions of existing and proposed)
23. Storm drains, sewer lines, water lines, Fire Department connection and hydrants (existing and proposed)
24. Storm water retention areas (existing and proposed) for 100 year, one hour storm with preliminary hydrology calculations, using the City Engineering Design Criteria.
25. Bicycle racks (existing and proposed)

## **B. Development Plan/Design Review Submittal Requirements**

The following application materials are required for Design Review:

1. Site plan, in conformance with Section 6-306.
2. Elevation drawings of the front, sides and rear of all proposed buildings or structures, illustrating the appearance and treatment of the elevations. The drawings shall also reflect the treatment of required screening elements for roof-mounted equipment. Outdoor storage areas that are part of any submittal shall be reflected in the elevation drawings submitted and shall show their relationship to the building elevations, as well as the material and treatment proposed that would accurately reflect the screening of the storage areas;
3. Building materials and color samples, as well as any other supportive information to aid in clarifying an application; and
4. Materials and color samples, along with scaled, accurately colored renderings, of any proposed sign or sign package.

## **C. Modification Procedures Submittal Requirements.**

The following application materials are required for review of modifications:

1. Narrative describing the specific changes, why they are requested, and how they conform to this Code.
2. All pertinent information, as required by the Development Services Manager, to evaluate the probable impacts of the change.

3. For major modifications, the application requirements shall be the same as used in the making the original decision.

#### **D. Site Plan Review Submittal Requirements**

**Application Requirements.** Applications for site plan review shall contain the required form, letter describing the proposal, application fee, site analysis map, site plan, landscape plan, photometry plan, storm water retention plan, and other information as specified in Appendix B under Development Plan Review. The Development Services Manager may waive or modify certain information as the Manager deems appropriate. The Manager may require studies or exhibits prepared by qualified professionals to address specific site features (e.g., traffic, noise, environmental features, natural hazards, etc.), in conformance with this Code. A study addressing the impact of a development on public facilities may be required to the effect of the development on the transportation system, including pedestrian ways and bikeways, the drainage system, the parks system, the water system, and/or the sewer system. For industrial uses, the applicant may be required to submit a study addressing the noise or emissions impacts of the development. For each public facility system and type of impact, the study shall propose improvements necessary to meet applicable city standards and to minimize the impact of the development on the public at large, public facilities systems, and affected private property users. For permits requiring state or federal agency approval, the applicant shall provide evidence that he or she has coordinated with the appropriate agencies.